

Recommended Contract Agency Compliance Plan for Title VI

The following outline describes the recommended format and components of a sub-recipient Title VI Plan to be maintained on file at the provider agency. The Title VI plan is required for contractors, sub-recipients, or facilities providing services through an agreement with the Department of Human Services. DHS will provide the identified components (**DHS**) to assist with implementation. It is the provider agency's responsibility to comply with Title VI requirements.

- I. Introduction
 - a. Statute (**DHS**)
 - b. Purpose (**DHS**)
 - c. LEP (**DHS**)
 - d. Covered Entities (**DHS**)
- II. Census Demographics
 - a. Tennessee Minority Population (**DHS**)
- III. Title VI Coordinator
 - a. Designation by agency
 - b. Responsibilities
 - c. Training Presentation - PowerPoint Presentation(**DHS**) or Video
 - d. Training Roster (**DHS**)
- IV. Monitoring for Compliance
 - a. Contract Language and Assurances (copy of Title VI contract language and any required Title VI Assurances)
 - b. Internal Monitoring
 - c. Contract Monitoring
- V. Public Notification
 - a. DHS Title VI brochure (**DHS**)
- VI. Complaint Procedures
 - a. Complaint logs
 - b. Investigations
 - c. Reporting
 - d. Appeals
- VII. Glossary
 - a. Definition of terms (**DHS**)
- VIII. Sample forms
 - a. Complaint form (**DHS**)
 - b. Complaint log (**DHS**)
 - c. Report of Investigation form (**DHS**)
 - d. Appeal or Complaint Withdrawal form (**DHS**)
 - e. Appeal form (**DHS**)
- IX. Compliance Plan Survey
 - a. Survey Memorandum
 - b. Survey (**DHS**)